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MEMORANDUM CIRCULAR
Number 08
Series of 2004

SUBJECT: TERMS OF REFERENCE FOR THE CONDUCT OF THE MONTHLY FORUM ON EMERGENT ISSUES

I. BACKGROUND

With the new role of the Department of Social Welfare and Development as the lead in the social welfare and development sector, there is a need for its technical staff, especially those with the Policy and Programs Group (PPG), to be aware of and abreast with developing and evolving concerns of the sector.

In order to come up with recommendations for the formulation of policies and directions and development of new and innovative social technologies, the PPG came up with the idea that one of the most efficient means of soliciting opinions and inputs on emerging and sometimes controversial issues is through the conduct of monthly fora.

This will be the venue where different opinions and points of view are presented for discussion among the participants.

II. OBJECTIVES OF THE MONTHLY FORUM

At the end of the forum, the participants shall have been able to:

1. Understand the varied and/or related issues related to the topic being discussed and presented;
2. Identify the issues and areas related to the functions and thrusts of the Department in general and to the functions of the concerned units within the Department in particular; and
3. Come up with an agreement regarding the position of the Department on the issue/topic that was discussed.

III. GUIDING PRINCIPLES

1. The monthly forum, which is open to all DSWD staff, is a method of enhancing the skills of Central Office staff towards the preparation of technical papers such as program or project proposals, position papers, and other similar documents.

2. It shall be a regular activity sponsored by the Policy and Programs Group (PPG) of the Central Office. It will be held every 1st Friday of the month for approximately three hours.
3. Each of the three bureaus of the Group shall take turns in managing the monthly activity. Said bureau shall decide on the manner or style of presentation of their assigned topic or issue. It may be in the form of a debate, film showing, invitation of a resource person or other methods that would stimulate the interest of staff and thus encourage them to attend and participate in the activity.
4. An open forum shall be done after the presentation to gather the participants' ideas and point of view on the topic discussed.
5. Issues or topics to be tackled shall be identified and chosen based on the Central Office staff's suggestions and preferences.
6. All of the prerequisite groundwork such as the preparation of background documents and discussion papers shall be the responsibility of the sponsoring bureau.
7. The highlights of the forum including agreement/s and recommendations shall be prepared and disseminated to all EXECOM and MANCOM members and Field Offices.

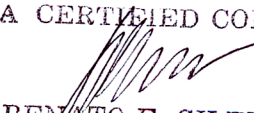
Said document may also be circulated to the Department's partners, stakeholders and publics as part of advocacy efforts both at the national and local levels.

8. Other outputs, such as position papers, research proposals, and/or program manuals may be prepared based on PPG decision and/or directives from management.

This Memorandum Circular shall take effect immediately.

Issued this 12th day of March 2004.


CORAZON JULIANO N. SOLIMAN
Secretary

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